



U.S. Embassy Vilnius
Human Resources Office

Student Internship Opportunity

Reference number: POLEC 01/2015

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| Internship: | Student Intern in Political/Economic Section |
| Open to: | Foreign National Students, non-U.S. citizens |
| Opening Date: | April 20, 2015 |
| Closing Date: | May 1, 2015 |
| Work Hours: | 20 to 40 hours per week |
| Start of Internship: | June 2015 |
| Duration of Internship: | minimum of 4 months |

NOTE: This program is entirely on a volunteer basis; there is no compensation attached to this internship and no benefits, nor any future employment rights. Service is not creditable for leave accrual.

Duties: • Arrange meetings, develop agendas and materials, and otherwise assist visits by US political and economic representatives to Lithuania; • Help organize conferences and events hosted by the Embassy; • Update periodic reports - such as the Country Commercial Guide - with new annual statistics; • Respond to business inquiries and assist in the preparation of Gold Key and other Commercial Services; • Set up, attend, and write written summaries of meetings with business and political leaders; • Other duties related to economic work as needed.

Requirements: Good working knowledge (level III) of English language speaking, reading and writing ability. Fluent in Lithuanian. Able to use basic computer equipment and software (e.g. e-mail, word processing, spreadsheets, etc.). General knowledge of Lithuanian history, politics and economics. Basic knowledge of U.S. economics. Must be well-organized, proactive, a good team player, flexible and creative.

Eligibility criteria: Must be at least 18 years of age at the time of appointment. Only students who are non-U.S. citizens in the host country are eligible for the intern program, including any non-host country foreign nationals who are legal resident students of the host country. Must be a student in good academic standing. Must have demonstrated the potential to accomplish the type of work to be performed. Provide a certified document from the educational institution that the student is enrolled. If selected, the student must pass a background check and receive security and medical certifications before commencement of the internship.

To apply: To be considered eligible, documentation must be submitted to the Human Resources Office prior to the announcement's closing date:

1. **CV;**
2. **Statement of Interest**, which should include the student's objectives and motivations in seeking an internship and how their academic courses and other experiences relate to the embassy's goals/office needs;
3. **Certified document** from educational institution that the student is enrolled.

Submit all documents to: Human Resources Office, U.S. Embassy, Akmenu 6, Vilnius
or HROVilnius@state.gov